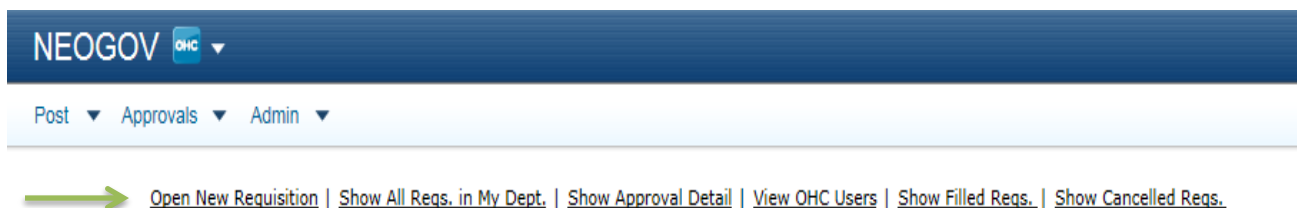


Create a Requisition (As an Originator)

1. Log into Neogov
2. Click on 'Open New Requisition'



3. Search for a class specification from which to create the requisition
4. Click on 'Create New' in the Requisition column

212 records found.
Page 1 of 9

<< Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 Next Page >>

| Class Code | Class Title | Positions | Requisition |
|------------|------------------------------------|---------------------------|----------------------------|
| 1114 | Account Clerk | Positions | Create New |
| 1113 | Account Specialist | Positions | Create New |

5. Fill in the requisition form-be sure to click "add another vacancy" to put position information in.

Class Title: **Human Resources Specialist**
Class Code: **1508**
Creator: **Justman, Sierra**

• Required

Desired Start Date:

• Requisition #: [assigned when requisition is saved]

Working Title:

Vacancies:

• Department:

Division:

• Hiring Managers: Available: >> << Assigned:

Job Term:

List Type:

Position Type: ☒ Existing Position (Replacement of Staff)
☐ New Position

Position Control:

| Position # | First Name | Last Name | Vacancy Date |
|--|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="text" value="150800201"/> | <input type="text" value="Sierra"/> | <input type="text" value="Justman"/> | <input type="text" value="1/14/15"/> |

Skills:

Comments:

6. Complete/define the approval chain- be sure to click final approval

No Approvals ☐

Approval 1:

☐ Must approve before next approval
☒ Final approval

7. Click on 'save and release'